Rizwan Uddin Shaikh S/O Kaleem uddin Shaikh

Address H.No.D-112, Gulshan-e-Hali Road, Hyderabad.
Cell No ~~0312-3859107~~ 03166053422
Email. luckyrazzi@yahoo.com

Strengths Offered:

Looking for a career position where professional experience and expertise will be regarded as a wealth of an organization.

Experience

1.) Worked in Treet Corporation Ltd as **Assistant Store Officer.**

Responsibilities & Accomplishments as a Assistant Store Officer:
(From **Dec 2003** to ~~**Still Continue**~~) 2012.

- To receive all Material by different Supplier, Crete receipts of receiving material on ERP (Oracle) System & Dispatch to Lahore Factory.
- To manage over all activities of store & distribution of materials.
- To prepare material report on daily, weekly & monthly basis
- To follow the procedure of Min-Max planning consumable items in system.
- To control inventory items
- To manage over all activities of material distribution on shop floor according to the system generated issue notes and material issue requisition (MIR) on daily basis.
- To handle all import shipments
- To manage import short fall of different items
- To maintain Min & Max report in General Store
- To distribute all item to different Department.
- Ensure to fallow FIFO & LIFEO system in material receipt issuance.

Other Relevant Details:

Educational Qualification

- B.Com from University of Sindh (Jamshoro), Pakistan
- Intermediate from Government Model College Hyderabad Sindh, Pakistan.
- Metric with Science Subjects from Cosmopolitan High School Latifabad Hyderabad.

Computer Literacy:

- Well versed in MS office that includes MS word, MS excel, Power Point, Outlook express and MS access etc.
- Well versed in internet operation.

Strength:

- Hardworking
- Enthusiastic
- Can perform under pressure
- Can execute a task within a short time.
- Fast learner.

Personality Characteristics:

I enjoy working with details and completing assignments accurately on the time. Have a knack for Public Relations and feel comfortable while interacting with people. Tend to cultivate myself about my product/job-knowledge before I generally engage in.

Personal Information:

Father Name	:	Kaleem Uddin Shaikh
Date of Birth	:	13th April, 1981
Marital Status	:	Married
Nationality	:	Pakistan
Religion	:	Islam
Languages Know	:	English, Urdu

Reference:

Available on Request

BOOK NO. 130

UNIVERSITY OF SINDH

CERTIFICATE No. 012956

JAMSHORO, SINDH - PAKISTAN

B.COM (PASS) PART-II

SEAT NUMBER 16064

Certificate showing the number of marks secured by

MR. RIZWAN UDDIN

S/O KALEEM UDDIN SHAIKH, SHAIKH

at B.COM. (PASS) PART-II ANNUAL *Examination of* 2004 *held in* DEC. 2004

SUBJECTS			MAXIMUM MARKS	MINIMUM MARKS	MARKS OBTAINED
PAPER-I ECONOMIC PROBLEMS OF PAKISTAN			100	33	66
PAPER-II BUSINESS AND INDUSTRIAL LAW			100	33	47
PAPER-III COST ACCOUNTING			100	33	59
PAPER-IV BUSINESS TAXATION			100	33	48
PAPER-V ADVANCED ACCOUNTING			100	33	86
PAPER-VI AUDITING			100	33	56
PASS/FAIL	PASS	TOTAL	600		362
TOTAL MARKS OF PART-I			700		420
GRAND TOTAL OF PART-I AND PART-II			1300		782
REMARKS			CLASS	FIRST	

Total Marks (in words) SEVEN HUNDRED EIGHTY TWO

Received Rs. _____ Challan No. _____ Dated _____

Date of declaration of result 20-07-2005

Dated 24-07-05

CONTROLLER OF EXAMINATIONS

Treet Corporation Limited
P.O.BOX. 308 HALI ROAD HYDERABAD SINDH-71000 PAKISTAN
PH : (022) 3880846, 3883058, 3883174
FAX : (022) 3880157
E-MAIL : tclhyd@treetonline.com, URL: www.treetonline.com

50 YEARS OF BLADE MAKING Treet 50

MOODY INTERNATIONAL UKAS QUALITY MANAGEMENT 014

ISO 9001:2008 (Certificate #. 05094)

November 28, 2012

Service Experience Certificate

This is to certify that Mr. Rizwanuddin Shaikh S/o Kaleemuddin Shaikh has worked in this Establishment from 01-10-2003 to 15-09-2012 and was placed in store in the capcity of Supply Chain Management & Accounts. He has vast knowledge / experience in his trade. We wish him success, peace in his entire life.

Muhammad Ayub
Manager Human Resource

Registered Office & Lahore Factory:
72 - B, Kotlakhpat Industrial Area,
Lahore : 54770, Pakistan.
Tel. : +92 (42) - 35830881
35122296, 35865907, 35156567
Fax : +92 (42) 35836770, 35114127
E-mail : info@treetonline.com

Sales Head Office:
GLOBAL ECONO TRADE (PVT.) LIMITED
*(A wholly owned subsidiary of **Treet Corporation Ltd.**)*
2-H, Gul Berg II
Lahore-Pakistan.
Tel. : +92 (42)-36313502, 36303501-02
Fax : +92 (42) 36303681

Branch Sales Office:
17 - Abdullah Haroon Road,
Karachi 75530- Pakistan
Tel. : +92 (21) 35681576
Fax : +92 (21) 35681575

PSO

Al Zaib الزيب

PETROLEUM SERVICE

Near MOTORWAY TOL PLAZA
HYDERABAD,03001811123

Date: Bill No:

EXPERIENCE CERTIFICATE

This is to certify that Mr. **Rizwan-uddin Shaikh** S/o **Kaleemuddin Shaikh** was working as **"Accountant & Admin" in Al Zaib Petroleum System** since **01-08-2016** to **Still Continue.**

During this period He was very hard working He was trustworthy and obedient person. He attended his work with devotion and performed his duties honestly and with full sense of justice.

We all wish his very best of luck in his future life.

CEO ANWAR ZAIB KHAN

Al Zaib الزيب Petroleum Service
Super Highway Near Tool Plaza Hyderabad.
Code: No: 102557